



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!
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Executive Assistant

Monthly Salary: \$3,288 - \$3,996

One Permanent/Full-Time Position

Location: Downtown Sacramento

Position Number: 443-100-1728-001

Refer to Job ID# J09-026

Final Filing Date: February 24, 2010

The Managed Risk Medical Insurance Board is impacted by the Governor's imposed three days a month mandatory furlough. Each employee shall be required to take the first, second and third Friday off each month without pay. This furlough is currently imposed through the completion of the June 2010 pay period. The amount of the three furlough days will be about a 15% salary reduction from the base salary rates stated on this Job Opportunity Bulletin.

General Statement of Duties:

Under the direction of the Executive Director and the Chief Deputy Director, the Executive Assistant provides support to the eight-member Managed Risk Medical Insurance Board, which includes appointees of the Governor, the Speaker of the Assembly and the Senate Rules Committee. The Board generally meets once a month. Members are volunteers. Coordinates administrative support for the monthly public Board meetings, prepares notices, secures meeting locations, proofreads and reproduces all Board documents, takes minutes and prepares meeting summaries for management. Maintains central file of Board meeting documentation.

Maintains the Director's and Chief Deputy's calendar, screens requests for appointments and schedules meetings; and makes complex travel arrangements. Coordinates meetings with department heads, elected officials, and professionals in the private sector. Assists the Director and Chief Deputy in preparing for meetings, conferences, speaking engagements and other events. Drafts correspondence for the Director, reviews all outgoing correspondence for the Director's signature. Maintains Director's Office filing system.

As personal assistant to the Executive Director and Chief Deputy Director, performs difficult and responsible secretarial work, relieving the Director of a variety of administrative tasks. Maintains the daily schedules, screens requests for appointments, and schedules meetings. Coordinates meetings with state and federal department heads, including the Health and Human Services Agency, elected officials at all levels, professionals in the private sector throughout the state and nation; screens phone calls and independently returns calls for the Director to a wide variety of entities, including the Governor's Office, state and federal legislative offices, government officials, business partners, advocates, the public, media, subscribers and others. Confers with the Director verbally and electronically to keep the Director informed of daily activities and developments. Submits the "Week Ahead Report" to Health and Human Services Agency. Assists the Director in preparing for meetings, conferences, speaking engagements, and other events. Conducts research on special projects. Maintains annual calendar of departmental priorities.

The Executive Assistant independently coordinates the administrative support for monthly public meetings of the Board. Prepares public notices; maintains mailing list; researches and secures appropriate and accessible meeting locations; works with Executive Staff to develop agendas, assuring that all legal timelines and formats for public notice are adhered to; prepares Board packets; proofreads and reproduces all Board documents; and provides administrative support at the meeting site. Ensures that accurate information concerning Board meetings is posted to the MRMIB website in a timely fashion. Maintains the central file of Board meeting documentation and public notices pursuant to open meetings laws and the public records act. Makes all travel and lodging arrangements for the members, and prepares and files travel expense claims. Assists members with monthly timesheets, maintains membership attendance and rosters, and assists with special requests.

Directs the flow of mail to the Director, determines priority, and assigns to appropriate program staff for action or response. Tracks all controlled correspondence. Draft responses to correspondence for the director's signature as directed. Maintains privacy for sensitive documents that the Director must take action on, such as staffing or position changes. Reviews all outgoing correspondence for the Director's signature for accuracy, grammar, and proper format. Recommends and conducts training for support staff on correspondence procedures as necessary. Maintains the Director's Office filing system.

Coordinates out-of-state travel and trains other support staff in out-of-state travel requirements, particularly where scholarships are involved. Conducts special projects which may include review of proposals from vendors, representation on work groups, and other activities. In conformance with MRMIB policy and FPPC regulations, makes complex travel arrangements and prepares travel itineraries, prepares and processes travel expense claims. Prepares accounting documents for travel scholarships and submits to benefactors in accordance with benefactors' guidelines and deadlines.

Expectations:

Commitment to performing duties in a service-oriented manner. Excellent proofreading and grammatical skills. Proficiency in MS Word, Outlook and Internet Explorer; familiarity with MS Excel and PowerPoint. Ability to handle sensitive and confidential assignments with tact and diplomacy. Ability to work under pressure and time constraints; handle changing priorities; communicate effectively verbally and in writing; and coordinate the work of others.

Who May Apply:

Individuals at the Executive Assistant level or who have list or reinstatement eligibility to the classification may apply. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at www.jobs.ca.gov). In Section 12 of the application enter **Job ID# J09-026 and Position # 443-100-1728-001 and the basis for appointment eligibility. Send to:**

**Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Molly Sira – Personnel**

Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: February 24, 2010.

If you have questions regarding this information, please contact Molly Sira at (916) 323-4138.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

